



CITY of LA GRANDE
THE HUB OF NORTHEASTERN OREGON

MONTHLY REPORT
November 2018
City Manager's Top Priorities for 2018

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated October 16, 2018	Fiscal management: Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande. Implement the recommendations of the Fiscal Committee.	The City continues to perform within budget and the General Fund's ending cash increased again this most recent fiscal year. Given the amount of time that has elapsed since the Fiscal Committee's recommendations were made, we will plan to update the projections for the coming five-year horizon to allow the City Council the opportunity to determine whether or not revisions need to be made in conjunction with the annual Retreat. The annual audit is ongoing with the field work completed this month. The audit is due by December 31 st .	City Manager
2	Updated October 12, 2018	Economic Development: Continue to implement the Urban Renewal Plan and economic development strategy presented to the City Council/Urban Renewal Agency in November, 2015.	<u>Business Development/Recruitment</u> <ul style="list-style-type: none"> • Working with Building and Planning to ensure that Brickyard Lanes is moving forward with required project components. • Working with new property owners of Lottes Building to identify potential businesses for the space. Ensuring that they are working with Planning and Building Dept. • Working with downtown property owner to research options for financing of historic property restoration and linking property owner with federal and state resources. • Communicating with potential leads looking at La Grande Business and Technology Park. • Submitted Proposal to Business Oregon for recruitment of manufacturer. This is a first step in very competitive multi-state review. • Work is continuing on first floor expansion of local business that has not announced. • Participating in Team Oregon planning for outbound site visits. • Conducting business visitations of major employers for business retention and expansion activities. • Working with the La Grande School District on Business Retention activities. Continuing conversation with community 	Economic Development

Item No.	Date of Change in Status	Item	Comments	Lead Department
			<p>development departments including Economic Development, Planning, Building and Public Works to streamline processes and provide enhanced customer service.</p> <p><u>Retail Development Project:</u></p> <ul style="list-style-type: none"> • Another business from the list is in property negotiation phase. • Will host a workshop on “How to Open a Franchise” on October 29, 2018. • Partnering with La Grande Main Street Downtown Business Development Committee to conduct an inventory of available downtown retail space. • Working with local property owners for potential development of additional retail space. • Strategized with Buxton for additional recruitment outreach for JC Penny Building. <p><u>La Grande Main Street Downtown</u></p> <ul style="list-style-type: none"> • Participate on La Grande Main Street’s Board of Directors, Business Development (Biz Dev) and Organization Committees. Assist with planning for Biz Dev activities including “Hot Topics.” • Drafted and submitted progress report and reimbursement request for Oregon Main Street Revitalization Grant on behalf of LGMSD for Pennington Project. • Continued work on LGMSD Design Committee including researching resources and connecting with City Arts Commission. • Work with Main Street for implementation of the Façade Grant Program. <p><u>Entrepreneur Center/Entrepreneurial Development</u></p> <ul style="list-style-type: none"> • In preparation for Opening, painted Ignite, oversaw logistics including installation of signage, public relations and invitations. • Facilitated City Team Building Activity which included assembly and placement of furniture for Ignite. • Received training for use of Ignite web maintenance and calendaring function through The Foundry, which is donating these services as part of its mission to help other innovation centers throughout Oregon. • Continue to network with other innovation centers and research trends in economic development and the rise of entrepreneurship as a major cornerstone of comprehensive economic development strategy. • Working on promotion of Franchise training on October 29 presented by Buxton and 	

Item No.	Date of Change in Status	Item	Comments	Lead Department
			<p>Angel Investor Training on November 7 to be presented by Steve Vincent of Avista.</p> <p><u>Urban Renewal Programs:</u></p> <ul style="list-style-type: none"> • Steve West's project is more than 50% complete. Progress payment processed. • Met with 3 businesses regarding potential Call for Projects applications. • Met with two CFP awardees regarding project questions and funding. • Drafted documents for joint Agency/URAC meeting work session on Call for Projects policy on September 17. • Continued working with public works and Parks and Rec on the restoration of the Historic Street Clock. Dedication Ceremony on October 25. 	
3	Updated October 16, 2018	Quiet Zone: Develop a funding recommendation for City Council for the creation of a whistle free zone.	<p>UPRR provided comments to the FRA on our application and we are currently reviewing those comments and will respond appropriately.</p> <p>Application to use ASM/SSMs has been submitted to FRA for review and approval. Assuming this is approved, we can move forward to complete the improvements and then establish the Quiet Zone. Current adopted budget includes full funding for the estimated cost for improvements needed. Agreements have been signed for all affected properties except for one that we have been unable to contact despite multiple attempts. It is not anticipated that this will be an issue.</p>	City Manager
4	No Change September 10, 2018	City Council Training: Continue to provide training opportunities for the City Councilors.	No current trainings.	City Recorder & Assistant to the City Manager
5	No Change September 25, 2018	Develop a Long-Term Vision for the City of La Grande	This is on hold at present. We will revisit following the results of the November election.	City Manager

2018 COUNCIL REGULAR and WORK SESSIONS SCHEDULE

As of November 1, 2018

Monday, November 5	WORK SESSION Tree Ordinance Revisions
Wednesday, November 7	REGULAR SESSION
Monday, November 12	HOLIDAY
Thursday/Friday November 22-23	HOLIDAY
Wednesday, December 5	REGULAR SESSION
Wednesday, December 12	HOLIDAY OPEN HOUSE (4:30 – 6:00)
Tuesday, December 25	HOLIDAY
<u>2019</u>	
Tuesday, January 1	HOLIDAY
Monday, January 7	WORK SESSION Audit Report
Wednesday, January 9	REGULAR SESSION
Monday, January 21	HOLIDAY
Monday/Tuesday, January 28 & 29	RETREAT

Additional topics with date to be determined: Youth Involvement; Police Facility; TRT Funds

Unless Otherwise Noted, All Sessions of the Council Begin at 6:00 p.m. Meeting Dates

Subject to Change; Please call 541-962-1309 to Confirm

☞ Subject to Change

Item	Date of Change in Status	Item	Comments	Department																																													
1	Updated November 7, 2018	Monthly activity (October)	<table border="1"> <thead> <tr> <th colspan="3">Sept 2018-2019 Stats</th> </tr> <tr> <th>Permit Type</th> <th>Total Permits</th> <th>Total Fees</th> </tr> </thead> <tbody> <tr> <td>City of La Grande Building</td> <td>14</td> <td>\$23893.00</td> </tr> <tr> <td>Union County Bldg.</td> <td>17</td> <td>\$17043.60</td> </tr> <tr> <td>City of La Grande MFH</td> <td>1</td> <td>\$450.00</td> </tr> <tr> <td>Union County MFH</td> <td>2</td> <td>\$900.00</td> </tr> <tr> <td>City of La Grande Mechanical</td> <td>20</td> <td>\$1333.50</td> </tr> <tr> <td>Union County Mechanical</td> <td>25</td> <td>\$2015.00</td> </tr> <tr> <td>City of La Grande Plumbing</td> <td>12</td> <td>\$1974.00</td> </tr> <tr> <td>Union County Plumbing</td> <td>5</td> <td>\$2125.50</td> </tr> <tr> <td>City of La Grande Electrical</td> <td>15</td> <td>\$1594.75</td> </tr> <tr> <td>Union County Electrical</td> <td>32</td> <td>\$490.73</td> </tr> <tr> <td>City of La Grande Demolition</td> <td>1</td> <td>\$95.00</td> </tr> <tr> <td>Union County Demolition</td> <td>0</td> <td>\$95.00</td> </tr> <tr> <td>TOTALS</td> <td>147</td> <td>\$52010.08</td> </tr> </tbody> </table>	Sept 2018-2019 Stats			Permit Type	Total Permits	Total Fees	City of La Grande Building	14	\$23893.00	Union County Bldg.	17	\$17043.60	City of La Grande MFH	1	\$450.00	Union County MFH	2	\$900.00	City of La Grande Mechanical	20	\$1333.50	Union County Mechanical	25	\$2015.00	City of La Grande Plumbing	12	\$1974.00	Union County Plumbing	5	\$2125.50	City of La Grande Electrical	15	\$1594.75	Union County Electrical	32	\$490.73	City of La Grande Demolition	1	\$95.00	Union County Demolition	0	\$95.00	TOTALS	147	\$52010.08	Building
Sept 2018-2019 Stats																																																	
Permit Type	Total Permits	Total Fees																																															
City of La Grande Building	14	\$23893.00																																															
Union County Bldg.	17	\$17043.60																																															
City of La Grande MFH	1	\$450.00																																															
Union County MFH	2	\$900.00																																															
City of La Grande Mechanical	20	\$1333.50																																															
Union County Mechanical	25	\$2015.00																																															
City of La Grande Plumbing	12	\$1974.00																																															
Union County Plumbing	5	\$2125.50																																															
City of La Grande Electrical	15	\$1594.75																																															
Union County Electrical	32	\$490.73																																															
City of La Grande Demolition	1	\$95.00																																															
Union County Demolition	0	\$95.00																																															
TOTALS	147	\$52010.08																																															
2	Updated Item November 7, 2018	Year to Date Activity	<table border="1"> <thead> <tr> <th colspan="3">Year to Date 2018-2019 Stats</th> </tr> <tr> <th>Permit Type</th> <th>Total Permits</th> <th>Total Fees</th> </tr> </thead> <tbody> <tr> <td>City of La Grande Building</td> <td>64</td> <td>\$56162.80</td> </tr> <tr> <td>Union County Bldg.</td> <td>58</td> <td>\$46625.20</td> </tr> <tr> <td>City of La Grande MFH</td> <td>2</td> <td>\$900.00</td> </tr> <tr> <td>Union County MFH</td> <td>9</td> <td>\$4050.00</td> </tr> <tr> <td>City of La Grande Mechanical</td> <td>78</td> <td>\$7912.00</td> </tr> <tr> <td>Union County Mechanical</td> <td>95</td> <td>\$9260.00</td> </tr> <tr> <td>City of La Grande Plumbing</td> <td>49</td> <td>\$8420.75</td> </tr> <tr> <td>Union County Plumbing</td> <td>27</td> <td>\$5805.00</td> </tr> <tr> <td>City of La Grande Electrical</td> <td>85</td> <td>\$11476.50</td> </tr> <tr> <td>Union County Electrical</td> <td>129</td> <td>\$16886.11</td> </tr> <tr> <td>City of La Grande Demolition</td> <td>2</td> <td>\$95.00</td> </tr> <tr> <td>Union County Demolition</td> <td>1</td> <td>\$95.00</td> </tr> <tr> <td>TOTALS</td> <td>588</td> <td>\$168288.36</td> </tr> </tbody> </table>	Year to Date 2018-2019 Stats			Permit Type	Total Permits	Total Fees	City of La Grande Building	64	\$56162.80	Union County Bldg.	58	\$46625.20	City of La Grande MFH	2	\$900.00	Union County MFH	9	\$4050.00	City of La Grande Mechanical	78	\$7912.00	Union County Mechanical	95	\$9260.00	City of La Grande Plumbing	49	\$8420.75	Union County Plumbing	27	\$5805.00	City of La Grande Electrical	85	\$11476.50	Union County Electrical	129	\$16886.11	City of La Grande Demolition	2	\$95.00	Union County Demolition	1	\$95.00	TOTALS	588	\$168288.36	Building
Year to Date 2018-2019 Stats																																																	
Permit Type	Total Permits	Total Fees																																															
City of La Grande Building	64	\$56162.80																																															
Union County Bldg.	58	\$46625.20																																															
City of La Grande MFH	2	\$900.00																																															
Union County MFH	9	\$4050.00																																															
City of La Grande Mechanical	78	\$7912.00																																															
Union County Mechanical	95	\$9260.00																																															
City of La Grande Plumbing	49	\$8420.75																																															
Union County Plumbing	27	\$5805.00																																															
City of La Grande Electrical	85	\$11476.50																																															
Union County Electrical	129	\$16886.11																																															
City of La Grande Demolition	2	\$95.00																																															
Union County Demolition	1	\$95.00																																															
TOTALS	588	\$168288.36																																															
3	Updated November 7, 2018	Electrical/Specialty Codes Inspector III	The Building Department has filled the full time Electrical/Specialty Codes Inspector III position and he is currently in training to become a multi-certified inspector. Please help us welcome Bud Hill to our crew.	Building																																													
4	No Change September 18, 2018	Utility Licensing Fee Ordinance	We are waiting to finalize this Ordinance to coincide with the OTEC Franchise Agreement Renewal	City Manager																																													
5	No Change September 18, 2018	OTEC Franchise Agreement Renewal	Negotiations are ongoing. We have provided OTEC with a draft for review and plan to meet with OTEC and our respective legal teams for a final time with the intent of presenting both the Utility Licensing Fee Ordinance and new Franchise Agreement for consideration at the same time.	City Manager																																													

Item	Date of Change in Status	Item	Comments	Department
6	No Change September 18, 2018	Personnel Policy/Employee Handbook Update	Draft policy has been developed. Need to review with Directors and then work with bargaining groups prior to adoption.	City Manager
7	Updated October 16, 2018	Market Place Family Foods Agreement Amendment	<p>While not tied to the Amendment, we have confirmed the project capital investment met the minimum required \$1,250,000 in expenditures, inclusive of URA funding.</p> <p>The Agreement includes the CLIENTS—Market Place Family Foods, LLC, and Town Square, LP. The owner of Market Place Family Foods has declared bankruptcy and the grocery store is currently closed. The Agreement needs to be amended to reflect the removal of Market Place Family Foods and to clarify items such as the completion date of the project and specifically identify the timelines related to when the window for loan forgiveness ends. There are additional revisions contemplated and the Agency is working with Town Square LP on this. Additionally, the Agency has granted permission to Town Square, LP, to reopen the grocery store with a different operator. No date for the reopening has been announced.</p>	District Manager
8	No Change September 18, 2018	New Greenway Maintenance Agreement	One of the requirements under the ODOT Connect grant for the next segment of the Greenway is to have a long-term agreement in place. At present the project is still in limbo but once Island City makes a decision we will move forward on this element.	City Manager
9	No Change September 18, 2018	ConnectVI Greenway Agreement	One of the requirements under the ODOT ConnectVI grant is match for the project. The City of La Grande acquired property for use in the Greenway that is listed as match. However, a technical point regarding eligible match was raised by new leadership at the State and to use this property the City of La Grande would need to become a party to the agreement solely for the purpose of compliance and would only be responsible for providing the property as match. The City Council indicated support for becoming a party to the agreement in this limited role and once Island City makes a decision on the project itself, we will work with ODOT and Island City on a revised agreement.	City Manager
10	No Change September 18, 2018	Planning/Building Process Enhancements	Staff is reviewing how we respond to potential and actual project proposals in an effort to assure the right people are aware of projects that they can assist with or where they will have review/approval roles. The goal is to streamline the process and reduce confusion where possible. We are currently looking at how we can modify our correspondence to be more helpful. We have identified a process for including more Staff earlier in the timeline.	City Manager
11	No Change September 18, 2018	Excess TRT Fund Work Session	During the Budget Hearings the Budget Committee received requests for TRT funds. As part of the discussion the City Council asked for a work session to discuss what to do with budgeted TRT funds that are not allocated but are required to be spent on Tourism Promotion or Tourism Related Facilities by ORS. The current budget has \$16,083 available. The Work Session was set for September but had to be postponed to accommodate another topic.	City Manager

Item	Date of Change in Status	Item	Comments	Department
12	No Change September 18, 2018	Art Center Work Session	City Council requested a Work Session with the Art Center to discuss the status of the building and the work they have done and programs they are offering. The City owns the property and is leasing it to them. The Work Session is scheduled for October 22, 2018.	City Manager
13	No Change September 18, 2018	Police Building Exploratory Committee	The City Council asked to revisit the need for a new police facility. We are scheduling a meeting of the committee to review the options.	City Manager
14	No Change September 18, 2018	Surplus Property Disposal and Procurement Resolution Update	The current policies related to the acquisition and disposal of City property have not been fully reviewed and updated in a number of years. Staff is working on updating these for Council consideration.	City Manager
15	No Change September 18, 2018	Fraud Language in MOU's with outside agencies	As agreements with outside agencies are renewed, language related to actions that must be taken in the event of potential or actual fraud that may involve public funds will be inserted. We have worked with the City Attorney and have the language ready.	City Manager
16	No Change September 18, 2018	Audit Agreement	The current agreement for audit services will be expiring and Staff will be asking the City Council for guidance on whether or not to continue with the current auditor or do a Request for Qualifications to explore other options.	City Manager
17	No Change September 18, 2018	Call for Projects Policy Update	The Agency and URAC conducted a Work Session to discuss potential revisions to the policy. Another Work Session will be scheduled for later this fall.	District Manager
18	Updated October 17, 2018	B2H	<p>Staff met with representatives of Idaho Power to discuss the City's concerns with the two routes in the Boardman to Hemmingway (B2H) application. Idaho Power committed to meeting again with some specific responses to the City's comments that were provided as part of the review process. The intent is to meet with the Mayor and Mayor Pro Tem with a report back to the full City Council.</p> <p>Idaho Power did provide a written response to the issues brought up by the City following the meeting with the Staff on October 9th. The letter did not commit Idaho Power to make any changes, but rather stated they were "evaluating the City's proposal internally and we intend to meet with the City to discuss the proposal further before the end of the year" for virtually each item we raised. ODOE is conducting an informational meeting on October 17, 2018, that the City Manager will attend but no public testimony will be accepted.</p> <p>ODOE has deemed Idaho Power's application complete and the City can provide comments on the application by November 26, 2018. We plan to seek to meet with Idaho Power in advance of that deadline in an attempt to get firm commitments on our issues where possible.</p>	City Manager
19	Updated October 17, 2018	Union Dues Court Case	<p>Due to a recent Supreme Court Ruling regarding employers deducting union dues from paychecks, the City is working with the bargaining groups through their legal representation to have all employees sign a new authorization to withhold the dues. This will protect both the City and the employees.</p> <p>We are currently receiving the updated authorizations and</p>	City Manager

Item	Date of Change in Status	Item	Comments	Department																																																												
			have set a deadline for submission. Additionally, there are other aspects of the Ruling that will require modifications to the current Collective Bargaining Agreements which we will do by Memorandum. Once we have the Memorandums completed, the City Council will be asked to approve them.																																																													
20	No Change November 1, 2018	Advisory Commission Vacancies	<p>The following table outlines the existing vacancies.</p> <table border="1"> <thead> <tr> <th>Advisory Commission</th> <th>Vacancies</th> </tr> </thead> <tbody> <tr> <td>Air Quality</td> <td>6/7</td> </tr> <tr> <td>Arts</td> <td>3/7</td> </tr> <tr> <td>Building Board of Appeals</td> <td>4/5</td> </tr> <tr> <td>Budget Committee</td> <td>0/7</td> </tr> <tr> <td>Community Landscape/Forestry</td> <td>0/7</td> </tr> <tr> <td>Landmarks</td> <td>1/5</td> </tr> <tr> <td>Library</td> <td>0/5</td> </tr> <tr> <td>Parking, Traffic Safety and Street Maintenance</td> <td>1/7</td> </tr> <tr> <td>Parks and Recreation</td> <td>0/7</td> </tr> <tr> <td>Planning</td> <td>0/5</td> </tr> <tr> <td>Union County Tourism</td> <td>0/2</td> </tr> <tr> <td>Urban Renewal</td> <td>1/7</td> </tr> </tbody> </table>	Advisory Commission	Vacancies	Air Quality	6/7	Arts	3/7	Building Board of Appeals	4/5	Budget Committee	0/7	Community Landscape/Forestry	0/7	Landmarks	1/5	Library	0/5	Parking, Traffic Safety and Street Maintenance	1/7	Parks and Recreation	0/7	Planning	0/5	Union County Tourism	0/2	Urban Renewal	1/7	City Recorder																																		
Advisory Commission	Vacancies																																																															
Air Quality	6/7																																																															
Arts	3/7																																																															
Building Board of Appeals	4/5																																																															
Budget Committee	0/7																																																															
Community Landscape/Forestry	0/7																																																															
Landmarks	1/5																																																															
Library	0/5																																																															
Parking, Traffic Safety and Street Maintenance	1/7																																																															
Parks and Recreation	0/7																																																															
Planning	0/5																																																															
Union County Tourism	0/2																																																															
Urban Renewal	1/7																																																															
21	Updated October 12, 2018	URA projects fund updates Fiscal YTD	<p>2018 Call for Projects</p> <table border="1"> <thead> <tr> <th>Business</th> <th>Address</th> <th>Project</th> <th>Funds</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Valley Vet</td> <td>401 Adams</td> <td>Structural Upgrades</td> <td>\$35,000 award</td> <td>Not started yet</td> </tr> <tr> <td>Kehr</td> <td>1802 4th Street</td> <td>New Crossfit</td> <td>\$50,000</td> <td>In process</td> </tr> <tr> <td>LT Dev</td> <td>1012 Adams</td> <td>Restoration</td> <td>\$50,000 Award</td> <td>In process</td> </tr> <tr> <td>Texaco</td> <td>1508 Adams</td> <td>Retro Suit</td> <td>\$50,000 award</td> <td>Not started</td> </tr> <tr> <td>Direct Music</td> <td>1206 Adams</td> <td>Store Exp.</td> <td>\$15,000 award</td> <td>Not started</td> </tr> </tbody> </table> <p>Call for Projects carried over</p> <table border="1"> <thead> <tr> <th>Business</th> <th>Address</th> <th>Project</th> <th>Funds</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Baum Smith 2017</td> <td>808 Adams</td> <td>Façade Imp.</td> <td>\$20,000 award</td> <td>In Process</td> </tr> <tr> <td>Steve West 2017</td> <td>316 Antelope</td> <td>New Facility</td> <td>\$75,000 award \$33,273 remaining</td> <td>In Process</td> </tr> <tr> <td>Pennington 2017</td> <td>1106 Adams</td> <td>Rehab</td> <td>\$140,000 award \$50,000 remaining</td> <td>In process</td> </tr> <tr> <td>La Grande Light Truck 2016</td> <td>1805 Adams</td> <td>Rem.</td> <td>\$54,380 award \$14,515 Under budget</td> <td>Complete</td> </tr> <tr> <td>Brickyard Lanes 2014</td> <td>1212 Jefferson</td> <td>Bowling alley</td> <td>\$80,000 award \$40,050 remaining</td> <td>In Process</td> </tr> </tbody> </table>	Business	Address	Project	Funds	Status	Valley Vet	401 Adams	Structural Upgrades	\$35,000 award	Not started yet	Kehr	1802 4 th Street	New Crossfit	\$50,000	In process	LT Dev	1012 Adams	Restoration	\$50,000 Award	In process	Texaco	1508 Adams	Retro Suit	\$50,000 award	Not started	Direct Music	1206 Adams	Store Exp.	\$15,000 award	Not started	Business	Address	Project	Funds	Status	Baum Smith 2017	808 Adams	Façade Imp.	\$20,000 award	In Process	Steve West 2017	316 Antelope	New Facility	\$75,000 award \$33,273 remaining	In Process	Pennington 2017	1106 Adams	Rehab	\$140,000 award \$50,000 remaining	In process	La Grande Light Truck 2016	1805 Adams	Rem.	\$54,380 award \$14,515 Under budget	Complete	Brickyard Lanes 2014	1212 Jefferson	Bowling alley	\$80,000 award \$40,050 remaining	In Process	Economic Development
Business	Address	Project	Funds	Status																																																												
Valley Vet	401 Adams	Structural Upgrades	\$35,000 award	Not started yet																																																												
Kehr	1802 4 th Street	New Crossfit	\$50,000	In process																																																												
LT Dev	1012 Adams	Restoration	\$50,000 Award	In process																																																												
Texaco	1508 Adams	Retro Suit	\$50,000 award	Not started																																																												
Direct Music	1206 Adams	Store Exp.	\$15,000 award	Not started																																																												
Business	Address	Project	Funds	Status																																																												
Baum Smith 2017	808 Adams	Façade Imp.	\$20,000 award	In Process																																																												
Steve West 2017	316 Antelope	New Facility	\$75,000 award \$33,273 remaining	In Process																																																												
Pennington 2017	1106 Adams	Rehab	\$140,000 award \$50,000 remaining	In process																																																												
La Grande Light Truck 2016	1805 Adams	Rem.	\$54,380 award \$14,515 Under budget	Complete																																																												
Brickyard Lanes 2014	1212 Jefferson	Bowling alley	\$80,000 award \$40,050 remaining	In Process																																																												
22	Updated October 12, 2018	Façade grant program	<p>As of October 2018, there as has been (3) façade grants issued that are still in process.</p> <ol style="list-style-type: none"> American Legion for replacing sign panels and 	Economic Development																																																												

Item	Date of Change in Status	Item	Comments	Department																																										
			<p>lighting in existing sign.</p> <p>2. Philip Merrick, 711 Adams Avenue – Window Replacement</p> <p>3. Real Deals, 1108 Adams Avenue - Sign</p>																																											
23	No Change September 18, 2018	Business Development Assistance Program	Three loans are in the re-payment phase. No new loans have been made in 2018.	Economic Development																																										
24	No Change September 18, 2018	Retail Development Program	Reported Above	Economic Development																																										
25	Updated, November 2, 2018. Added YTD Stats. September Stats will not be available until the end of October after payables.	Statistics	<table border="1"> <thead> <tr> <th>Month of September, 2018</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Monthly Revenue (all funds)</td> <td>\$ 1,610,966</td> <td>\$ 5,080,208</td> </tr> <tr> <td>Monthly Revenue (general fund)</td> <td>\$ 414,351</td> <td>\$ 296,878</td> </tr> <tr> <td>Monthly expenses amount (all funds)</td> <td>\$ 2,022,127</td> <td>\$ 5,896,374</td> </tr> <tr> <td>Monthly expenses (general fund)</td> <td>\$ 678,240</td> <td>\$ 2,429,130</td> </tr> <tr> <td># of Accounts Payable Checks issued:</td> <td>158</td> <td>599</td> </tr> <tr> <td># of Payroll Checks/AP issued:</td> <td>148</td> <td>464</td> </tr> <tr> <td>Monthly Payroll expenses:</td> <td>\$ 829,689</td> <td>\$ 2,738,631</td> </tr> <tr> <td># of Water accounts billed:</td> <td>4,794</td> <td>15,380</td> </tr> <tr> <td># of LID accounts billed:</td> <td>3</td> <td>30</td> </tr> <tr> <td>Pieces of mail processed</td> <td>446</td> <td>7,383</td> </tr> <tr> <td>Electronic Utility Payments Received</td> <td>2,042</td> <td>6,254</td> </tr> <tr> <td># of NSF checks the City received:</td> <td>3</td> <td>16</td> </tr> <tr> <td colspan="3">(In August we began outsourcing the processing of Utility Bills and therefore this number will be much smaller as we are no longer processing in house)</td> </tr> </tbody> </table>	Month of September, 2018	Current	YTD	Monthly Revenue (all funds)	\$ 1,610,966	\$ 5,080,208	Monthly Revenue (general fund)	\$ 414,351	\$ 296,878	Monthly expenses amount (all funds)	\$ 2,022,127	\$ 5,896,374	Monthly expenses (general fund)	\$ 678,240	\$ 2,429,130	# of Accounts Payable Checks issued:	158	599	# of Payroll Checks/AP issued:	148	464	Monthly Payroll expenses:	\$ 829,689	\$ 2,738,631	# of Water accounts billed:	4,794	15,380	# of LID accounts billed:	3	30	Pieces of mail processed	446	7,383	Electronic Utility Payments Received	2,042	6,254	# of NSF checks the City received:	3	16	(In August we began outsourcing the processing of Utility Bills and therefore this number will be much smaller as we are no longer processing in house)			Finance
Month of September, 2018	Current	YTD																																												
Monthly Revenue (all funds)	\$ 1,610,966	\$ 5,080,208																																												
Monthly Revenue (general fund)	\$ 414,351	\$ 296,878																																												
Monthly expenses amount (all funds)	\$ 2,022,127	\$ 5,896,374																																												
Monthly expenses (general fund)	\$ 678,240	\$ 2,429,130																																												
# of Accounts Payable Checks issued:	158	599																																												
# of Payroll Checks/AP issued:	148	464																																												
Monthly Payroll expenses:	\$ 829,689	\$ 2,738,631																																												
# of Water accounts billed:	4,794	15,380																																												
# of LID accounts billed:	3	30																																												
Pieces of mail processed	446	7,383																																												
Electronic Utility Payments Received	2,042	6,254																																												
# of NSF checks the City received:	3	16																																												
(In August we began outsourcing the processing of Utility Bills and therefore this number will be much smaller as we are no longer processing in house)																																														
26	No change, October 1, 2018	Chart of Accounts Review	Form a committee involving all departments to update and refine all Accounts within the Chart of Accounts to reflect descriptions that are more appropriate to the types of activities that are being completed as well as combining accounts that are similar in nature.	Finance																																										
27	No Change October 1, 2018	Audit	Beginning the week of October 1, 2018, the auditors will be in house all week for their annual field work in preparation of the annual audit.	Finance																																										
28	New Item November 2, 2018	Springbrook Software access updates to include more employees and departments	Access is being created by groups which is a new concept to the current access set up which is for Finance only. Allowing access to department personnel will allow each department to view real time information and give the ability to print reports for themselves as needed. There will be education provided to departments on how to use.	Finance																																										
29	Updated November 6, 2018	Response Statistics	<p>Year to date: July 1, 2018 -October 31, 2018</p> <ul style="list-style-type: none"> • Total Calls: 1053 • Medical: 829 • Fires/Other: 224 <p><u>October 2018 Response statistics:</u></p> <ul style="list-style-type: none"> • Total Calls: 278 • Medical: 208 • Fires/Other: 70 <p>(Responses in City and Mutual Aid)</p>	Fire																																										
30	Updated November 6, 2018	Fire Code Inspections/Fire Prevention Activities/ Pre-fire Walk Through	<p>Year to date: July 1, 2018 - October 31, 2018</p> <ul style="list-style-type: none"> • Inspections/Activities: 12 • Plan Reviews: 8 • Building Walk Throughs: 7 <p><u>October 2018</u></p> <ul style="list-style-type: none"> • Inspections/Activities: 4 • Plan Reviews: 2 	Fire																																										

Item	Date of Change in Status	Item	Comments	Department
			Building Walk Throughs: 2	
31	No Change September 18, 2018	Juvenile Fire Setter	<ul style="list-style-type: none"> 0 - Intervention(s) conducted 	Fire
32	No Change September 18, 2018	Wildland Fire Interface Report to City Council	The new Fire Chief is working on a report to the City Council regarding the plans related to the possibility of a wildland fire impacting the City.	Fire
33	Updated November 6, 2018	Child Safety Seat Installations and Bicycle Helmets	<p>Year to date: July 1, 2018 -October 31, 2018</p> <ul style="list-style-type: none"> (12) Families instructed in proper car seat installation with, (6) being provided with reduced price child safety seats. (2) Families instructed in proper bicycle helmet use with, (2) bike helmets being provided. <p><u>October 2018</u></p> <ul style="list-style-type: none"> (3) Families instructed in proper car seat installation with, (3) being provided with reduced price child safety seats. (0) Families instructed in proper bicycle helmet use with, (0) bike helmets being provided. 	Fire
34	Updated November 6, 2018	Multi-Disciplinary Team Meeting	<p>Year to date: July 1, 2018 -October 31, 2018</p> <ul style="list-style-type: none"> Participated in (2) Multi-Disciplinary Team meetings. <p><u>October 2018</u></p> <ul style="list-style-type: none"> Participated in (1) Multi-Disciplinary Team meetings. 	Fire
35	Updated November 6, 2018	Traffic School	<p>Year to date: July 1, 2018 -October 31, 2018</p> <ul style="list-style-type: none"> (39) Students at a revenue of: \$ 2200.00 <p>October 2018-(9) \$450 revenue</p>	Fire
36	No Change September, 2018	Hazard Reduction, Weed/Tall Grass Complaints	<p>Year to date: July 1, 2018 -October 31, 2018</p> <ul style="list-style-type: none"> (15) weed complaints were received and investigated. (9) cleared by owners, properties have been cleared using City contractors. October 2018: (0) 	Fire
37	Updated November 6, 2018	Station Tours	<p>Year to date: July 1, 2018 -October 31, 2018</p> <ul style="list-style-type: none"> (17) Station tours given/ with 63 total people. <p><u>October 2018</u></p> <p>(6) Station tours given/ with 30 total people.</p>	Fire
38	Updated November 6, 2018	PR Events	<p>Year to date: July 1, 2018 -October 31, 2018</p> <ul style="list-style-type: none"> (8) PR Events conducted October 2018 (2) 	Fire
39	Updated November 6, 2018	Ambulance Purchase **In Process	<p><u>October 2018</u></p> <ul style="list-style-type: none"> We were given approval by council to purchase a new ambulance. Build time is 240 days, approximately. We are meeting for a pre-build on October 9, 2018 Prebuild changes completed. 	Fire

Item	Date of Change in Status	Item	Comments	Department																																				
40	No Change September, 2018	Apparatus AFG Grant	<ul style="list-style-type: none"> We have retained an AFG grant writer and have started the information gathering for the 2018/2019 process. We have revised and submitted our grant to AFG. 	Fire																																				
41	Completed November 6, 2018	Lawn Tractor Purchased	<ul style="list-style-type: none"> 2018 Budget Item delivered Placed into service 	Fire																																				
42	Updated November 7, 2018	Personnel File Audit	<ul style="list-style-type: none"> Audit Personnel Files and move documents to appropriate files to separate confidential information per CIS guidance. <p>To be completed on December 1, 2018</p>	Human Resources																																				
43	Updated November 7, 2018	Employee Performance Evaluations	<ul style="list-style-type: none"> Update list and send out email to Director's on evaluations that need to be completed To be completed on December 1, 2018 	Human Resources																																				
44	No Change October 12, 2018	Current Recruitments	<ul style="list-style-type: none"> PD completing backgrounds Telecommunications Tech. I – 3 positions Applications are being reviewed Administrative Assistant – City Manager 	Human Resources																																				
45	No Change October 12, 2018	Literacy Center	<ul style="list-style-type: none"> We opened in mid-September; faithful volunteers are helping Myra serve. Beginning of school always fewer attending as families concentrate on new situations and responsibilities. We will have EOU students working with us and the students beginning October. This is a second professor making use of our opportunities. As LG school teachers begin to become more familiar with their students, we will normally begin getting more referrals. Literacy center hours are Tuesday, Wednesday, and Thursday, 2:30-4:30, drop-ins welcome. 	Library																																				
46	Updated November 16, 2018	Page Turners Book Club	Page Turners Book Club discussed Chris Bohjalian's "The Sleepwalker," about the disappearance of a mother and the repercussions on her family, especially her eldest teen daughter.	Library																																				
47	Updated November 16, 2018	Statistics	<table border="1"> <thead> <tr> <th>Current Month</th> <th>Last Month</th> <th></th> </tr> </thead> <tbody> <tr> <td>10,190</td> <td>9,113</td> <td>Circulation</td> </tr> <tr> <td>12,148</td> <td>12,138</td> <td>Door count</td> </tr> <tr> <td>17,168</td> <td>17,105</td> <td>Card holders</td> </tr> <tr> <td>103</td> <td>109</td> <td>Overdue notices</td> </tr> <tr> <td>1,561</td> <td>1,488</td> <td>Library2Go e-books & e-audio</td> </tr> <tr> <td>12</td> <td>8</td> <td>Events in community room</td> </tr> <tr> <td>63</td> <td>127</td> <td>Adult program attendance</td> </tr> <tr> <td>381</td> <td>282</td> <td>Children's program attendance</td> </tr> <tr> <td>17</td> <td>25</td> <td>Teen program attendance</td> </tr> <tr> <td>56</td> <td>50</td> <td>Volunteer hours</td> </tr> <tr> <td>1,076</td> <td>903</td> <td>Total Sage ILL</td> </tr> </tbody> </table>	Current Month	Last Month		10,190	9,113	Circulation	12,148	12,138	Door count	17,168	17,105	Card holders	103	109	Overdue notices	1,561	1,488	Library2Go e-books & e-audio	12	8	Events in community room	63	127	Adult program attendance	381	282	Children's program attendance	17	25	Teen program attendance	56	50	Volunteer hours	1,076	903	Total Sage ILL	Library
Current Month	Last Month																																							
10,190	9,113	Circulation																																						
12,148	12,138	Door count																																						
17,168	17,105	Card holders																																						
103	109	Overdue notices																																						
1,561	1,488	Library2Go e-books & e-audio																																						
12	8	Events in community room																																						
63	127	Adult program attendance																																						
381	282	Children's program attendance																																						
17	25	Teen program attendance																																						
56	50	Volunteer hours																																						
1,076	903	Total Sage ILL																																						
48	Updated November 16, 2018	Children's/Young Adults	<p>We have been awarded \$5,216 in Summer Reading program. Our population served increased by 237 people over last year to 20,278.</p> <p>The State Library awarded us \$3,000 for a "Refreshing Youth Collections" grant. The money was spent on books for children and teens.</p>	Library																																				

Item	Date of Change in Status	Item	Comments	Department
			<p>ECPT partner updates were handed out showing the activities of each partner agency.</p> <p>You can participate in a city-wide reading challenge, “Read Together La Grande,” as we try to reach a shared goal of one million minutes of reading. The La Grande Literacy Alliance, comprised of the La Grande School District, Mountain Valleys Reading Council, OTEC and Imagination Library, IMESD, and the library, is challenging everyone in the community to read for 20 minutes a day. Go to cityoflagrande.beanstack.org to sign up or download the Beanstack Tracker app. We will be hanging a banner on the outside of the library for 30 days to promote this challenge.</p> <p>Dolly Parton’s Imagination Library currently has 517 0-4 year olds signed up to receive free books from her foundation for 4 years.</p> <p>Toddler Time has changed to Mondays, at 10:20 am in the Community Room.</p> <p>We have started Tuesday “Clubs” for kids. First Tuesday is Yoga Club, second Tuesday is Lego Club, and third Tuesday is Art Club.</p> <p>The Teen Room was reopened on June 13. We have once again had so many problems that we decided to close the room permanently in early October. The room has been turned in to a Quiet Reading Room where there are no conversations, cell phones or distractions. Just quiet. We have had patrons of all ages use the room for this purpose and no problems so far.</p> <p>The titles have been released for the 2018-2019 Battle of the Books for Grades 3-5 and Grades 9-12.</p> <p>Teen Writing Circle continues to meet twice monthly. iCraft for October is making ping pong lanterns and in November, teens made paracord bracelets. We continue to hold monthly book clubs for both middle school and high school kids.</p>	
49	Updated November 16, 2018	Adult Programs	<p>The Norwegian film, “Thelma” was shown as the Foreign film November. Thelma is a powerful supernatural thriller about a young student who upon falling love for the first time, discovers that she has terrifying and inexplicable powers.</p> <p>The Seed Library is closed for the season. This year 1,367 seed packets were taken as compared to last year when the count was closer to 1,000. The fall Seed Swap was held on November 3.</p> <p>Be sure to check out our new cabinets in the Community Room. They are extremely helpful for storing items</p>	Library

Item	Date of Change in Status	Item	Comments	Department		
			needed for programs. The Sage system went through a major software upgrade on November 14.			
50	Updated November 16, 2018	Parks Maintenance Update	<ul style="list-style-type: none"> Continue to monitor and dump downtown garbage cans. Continue to vacuum and mulch leaves in all parks. By working with a volunteer group, replaced and stained all boards on benches at Birnie Park. Closed Morgan Lake for the season. Winterized all park restrooms and irrigation.	Parks & Rec-Maintenance		
51	Updated November 16, 2018	Recreation Center	<ul style="list-style-type: none"> Staff presented the conceptual drawings during a spring 2018 Council Work Session. A committee has been formed and will hold their first meeting on November 28th. They are assigned the task of community education, outreach, design, implementation, and fundraising. 	Parks & Rec-Admin		
52	New Item November 16, 2018	Hydroflask Grant – Sunnyhill Park Playground	<ul style="list-style-type: none"> Staff has applied for a \$15,000 grant through the Hydroflask foundation to replace the playground at Sunnyhill Park. Award notification should come by the end of November. 	Parks & Rec-Admin		
53	Updated November 16, 2018	Current Greenway Easement	<ul style="list-style-type: none"> The City has an easement for a small segment of the existing Greenway and have reached agreement with the property owner to transfer City property for the portion of the easement that is being used for the trail. The current owner has continued to use a portion of the easement resulting in conflicts. By transferring the property this should resolve the conflicts. Staff received lot line adjustment descriptions October 11th and after reviewing the documents have proposed the owner move the fence where the setback is required behind one of his buildings. Waiting to hear back from City Attorney. 	Parks & Rec-Admin		
54	Updated November 7, 2018	Pioneer Park Concessions Grant	<ul style="list-style-type: none"> The concession building has been demolished including the concrete slab and foundation. Electrical service has been stubbed out for new building and before the end of November we anticipate the construction of the new slab floor and foundation of the concession building and softball field dugouts. 	Parks & Rec-Admin		
55	Updated November 16, 2018	Pool Statistics		FY 17-18 (thru Oct.)	FY 18-19 (thru Oct.)	Parks & Rec-Aquatics
			ATTENDANCE	3187	2661	
			FY TO DATE	9537	12988	
			REVENUE	\$10,906	\$11,615.07	
		FY TO DATE	\$59,422	\$62,283		
56	Updated October 12, 2018	Pool Update	<ul style="list-style-type: none"> October La Grande Swim Club meet had (197) swimmer participating. Swimmers were here from La Grande, Pendleton, Tri-Cities, Boise, and Walla Walla. We have 8 swimmers participating in Saturday 	Parks & Rec-Aquatics		

Item	Date of Change in Status	Item	Comments	Department
			<p>swim lessons and 44 swimmers participating in our evening group lessons.</p> <ul style="list-style-type: none"> We've added trinkets, water bottle stickers, and emoji backpack items to our items for sale to see if we can generate more revenue. Our Floating Pumpkin Patch event had 86 attending. 	
57	Updated November 16, 2018	Pool Maintenance	<ul style="list-style-type: none"> Staff met with the Energy Trust of Oregon to see where we could save on operation costs. We have selected 5 projects to have them study and 75% of cost is the usual incentive from Energy Trust of Oregon. 	Parks & Rec-Aquatics
58	Updated November 16, 2018	Recreation Program Update	<ul style="list-style-type: none"> Pee Wee Basketball is now underway. Total of 8 teams and 83 children Our long-standing location has decided to no longer rent their facility to us so staff is working to find gym space for women's volleyball. We may move it to Spring when more space is available. Videogame club is going strong with 16 club members. They meet twice per month. The Skateboard tournament was a blast! We had a fantastic turn out of both competitors and spectators (over 100 total). A local DJ, DJ Vern, donated his time and use of equipment. The Zombie Fun Run had low attendance. We believe this is due to another run that was scheduled on the same day at EOU. Staff is working with OSU Extension Service to decide if the family food nights program should continue in the spring. There have been low numbers so far. The Wizard of Oz Escape room was a success. Sold 186 tickets, Net Revenue \$1,390.53 after supplies, rent, and staff time. That's 223% cost recovery! A crucial element to the success of this room's design was having a live actor/staff member in the room. 	Parks & Rec-Recreation
59	Updated November 7, 2018	Urban Forestry Update	<ul style="list-style-type: none"> Responded to 44 questions/concerns from the community regarding street tree planting, pruning and removal, tree risk assessments, tree selection and landscape design, legal requirements for tree pruning on private property, the OTECC removal and replacement program and the 2018-19 street tree pruning program. Fall Beautification Awards: residential – Ken & Paula Glenn, 901 X Ave. Commercial – Washington Federal 1503 Washington Avenue. <p>Held Fall color photo contest: received 38 photo entries that will be judged by CLFC</p>	Parks & Rec-Urban Forestry
60	No Change September 18, 2018	Urban Forestry Tree Inventory Project	<ul style="list-style-type: none"> Arbor Surveys was hired to complete an inventory of all street and park trees within the city, enter them into a database, then provide software and training for staff to monitor inventory. This tool will enhance efforts of staff to 	Parks & Rec-Urban Forestry

Item	Date of Change in Status	Item	Comments	Department																																																								
			respond to concerns from community and contractors and allow for the effective management of our urban forest. Zones 3, 4, 5, 6, and 9 are complete. Rest should be completed by Winter 2018.																																																									
61	Updated November 7, 2018	August Urban Forestry Statistics	<table border="1"> <thead> <tr> <th>July 1, 2018 – June 2019 (thru October)</th> <th>October</th> <th>YTD</th> <th></th> </tr> </thead> <tbody> <tr> <td>Street Trees Planted</td> <td>36</td> <td>36</td> <td>4264</td> </tr> <tr> <td>Park Trees Planted</td> <td>9</td> <td>9</td> <td>4264</td> </tr> <tr> <td>Street Trees Removed</td> <td>1</td> <td>12</td> <td>4264</td> </tr> <tr> <td>Park Trees Removed</td> <td>0</td> <td>15</td> <td>4264</td> </tr> <tr> <td>Street Trees Pruned</td> <td>54</td> <td>138</td> <td>4264</td> </tr> <tr> <td>Park Trees Pruned</td> <td>0</td> <td>50</td> <td>4264</td> </tr> <tr> <td>Community Responses</td> <td>44</td> <td>133</td> <td>4264</td> </tr> <tr> <td>Nuisance Responses</td> <td>21</td> <td>35</td> <td>4264</td> </tr> <tr> <td>Field/Tree Evaluations</td> <td>38</td> <td>123</td> <td>4264</td> </tr> <tr> <td>Ordinance Enforcement</td> <td>3</td> <td>7</td> <td>4264</td> </tr> <tr> <td>Tree Service Permits</td> <td>0</td> <td>1</td> <td>4264</td> </tr> <tr> <td>Site Plan Reviews</td> <td>4</td> <td>11</td> <td>4264</td> </tr> <tr> <td>Volunteer Hours</td> <td>54</td> <td>91</td> <td>4264</td> </tr> </tbody> </table>	July 1, 2018 – June 2019 (thru October)	October	YTD		Street Trees Planted	36	36	4264	Park Trees Planted	9	9	4264	Street Trees Removed	1	12	4264	Park Trees Removed	0	15	4264	Street Trees Pruned	54	138	4264	Park Trees Pruned	0	50	4264	Community Responses	44	133	4264	Nuisance Responses	21	35	4264	Field/Tree Evaluations	38	123	4264	Ordinance Enforcement	3	7	4264	Tree Service Permits	0	1	4264	Site Plan Reviews	4	11	4264	Volunteer Hours	54	91	4264	Parks & Rec- Urban Forestry
July 1, 2018 – June 2019 (thru October)	October	YTD																																																										
Street Trees Planted	36	36	4264																																																									
Park Trees Planted	9	9	4264																																																									
Street Trees Removed	1	12	4264																																																									
Park Trees Removed	0	15	4264																																																									
Street Trees Pruned	54	138	4264																																																									
Park Trees Pruned	0	50	4264																																																									
Community Responses	44	133	4264																																																									
Nuisance Responses	21	35	4264																																																									
Field/Tree Evaluations	38	123	4264																																																									
Ordinance Enforcement	3	7	4264																																																									
Tree Service Permits	0	1	4264																																																									
Site Plan Reviews	4	11	4264																																																									
Volunteer Hours	54	91	4264																																																									
62	Updated November 13, 2018	Calendar YTD Planning Statistics	<table border="1"> <thead> <tr> <th></th> <th>OCT 2017</th> <th>OCT 2018</th> <th>FY 17-18</th> <th>Current FY 18-19</th> </tr> </thead> <tbody> <tr> <td>Land Use Apps</td> <td>1</td> <td>7</td> <td>13</td> <td>10</td> </tr> <tr> <td>Zoning Approvals</td> <td>1</td> <td>6</td> <td>57</td> <td>22</td> </tr> <tr> <td>New Business Permits</td> <td>1</td> <td>3</td> <td>26</td> <td>4</td> </tr> <tr> <td>Revenue (Land Use Fees)</td> <td>\$50</td> <td>\$2200</td> <td>\$2825</td> <td>\$5400</td> </tr> <tr> <td>Revenue (Zoning Approval)</td> <td>0</td> <td>\$125</td> <td>\$1225</td> <td>\$575</td> </tr> <tr> <td>Revenue (Parks SDC)</td> <td>0</td> <td>\$0</td> <td>\$10,500</td> <td>\$2625</td> </tr> </tbody> </table>		OCT 2017	OCT 2018	FY 17-18	Current FY 18-19	Land Use Apps	1	7	13	10	Zoning Approvals	1	6	57	22	New Business Permits	1	3	26	4	Revenue (Land Use Fees)	\$50	\$2200	\$2825	\$5400	Revenue (Zoning Approval)	0	\$125	\$1225	\$575	Revenue (Parks SDC)	0	\$0	\$10,500	\$2625	Planning																					
	OCT 2017	OCT 2018	FY 17-18	Current FY 18-19																																																								
Land Use Apps	1	7	13	10																																																								
Zoning Approvals	1	6	57	22																																																								
New Business Permits	1	3	26	4																																																								
Revenue (Land Use Fees)	\$50	\$2200	\$2825	\$5400																																																								
Revenue (Zoning Approval)	0	\$125	\$1225	\$575																																																								
Revenue (Parks SDC)	0	\$0	\$10,500	\$2625																																																								
63	Updated November 14, 2018	2018 Land Use Code Amendments	<ul style="list-style-type: none"> For the past three (3) years, Planning Department Staff and the Planning Commission have been working on Land Development Code amendments. The final adoption of those amendments by the City Council occurred on September 5th. The amendments were presented to the Union County Planning Commission on October 22nd and to the Union County Board of Commissioners on November 7th. The process is now pending a second reading of the co-adopting Ordinance and final approval by the Union County Board of Commissioners which is schedule for December 5th. <p>Following co-adoption by Union County, the amendments will be sent to the State for final approval and acknowledgement, at which time</p>	Planning																																																								

Item	Date of Change in Status	Item	Comments	Department
			the Code amendment process will be completed.	
64	No Change September 18, 2018	2019 Sign Code Amendments	Initially, Planning Department Staff hoped to bundle sign code amendments with updates to the Land Development Code. Unfortunately, due to the complexity of modifying the sign code, it was not possible to bundle these together. <ul style="list-style-type: none"> Staff is currently working on preparing a new sign code for the City Council’s consideration, which will require review by the City attorney. Public Hearings may begin as early as March 2019. 	Planning
65	Updated November 14, 2018	Rent Burdened City – Public Meeting	As part of the recent HB 4006, passed during the 2018 Legislative Session, the City of La Grande has been identified as a “Severely Rent Burdened City” where over 25% of our renter households pay more than 50% of their gross income on rent. As a rent burdened city, La Grande is required to hold a public meeting by December 31, 2018, to discuss the consequences of rent burdens within the City, the barriers that are causing this situation and solutions for removing such barriers and reducing the rent burdened households in the city. <p>This public meeting is scheduled to be held on November 28, 2018, and meeting participants will include housing advocates or agency representatives from:</p> <ul style="list-style-type: none"> NEOHA: Northeast Oregon Housing Authority DHS: Department of Human Services VA: Veteran Affairs CCNO: Community Connection of NE Oregon CARE: Community Access for Resources and Effectiveness Eastern Oregon Head Start Rental Association	Planning
66	Updated November 14, 2018	Housing Needs Analysis (HNA)	The City of La Grande was identified as being a severely rent burdened city, which qualified the City for a State funded project to conduct a Housing Needs Analysis (HNA). This analysis has commenced and is being conducted by a consultant contracted by the State. The conclusions of this analysis will be incorporated the City’s Goal 10 (housing) Chapter of the La Grande Comprehensive Plan. The HNA will inventory the City’s housing stock and identify the surpluses and deficits in housing associated with homeless, low income, elderly, handicapped, as well and moderate and high income families. <p>The project schedule anticipates completion around April 2019, at which time a joint work session is planned that will include our project management team (aka advisory committee), the Planning Commission and City Council. During this meeting the Consultant will present the conclusions of the Housing Needs Analysis and possible recommendations for moving forward. The date of this meeting will be determined as we get closer to project completion.</p>	Planning

Item	Date of Change in Status	Item	Comments	Department																														
			<ul style="list-style-type: none"> This project is the first phase of what may be two or three phases. The next phase, subject to funding, will focus on developing a strategic plan that includes possible solutions for satisfying the various housing needs within the City. The third phase would be to implement strategic plan elements. 																															
67	No Change September 18, 2018	Taylor Creek Floodplain Mapping	Concurrently with the Gekeler Lane reconstruction project in 2008, a section of Taylor Creek between 16th Street and 20th Street was relocated to improve fish habitat and mitigate flooding issues. This creek relocation resulted in a significant change to the Taylor Creek floodplain, which at the time did not include a floodplain analysis in accordance with FEMA requirements. As a result, the Planning Division and Public Works worked with the Army Corp. of Engineers (USACE) to conduct floodplain analysis so the City could pursue amendments to the FEMA floodplain maps. This analysis was completed in the Spring of 2018 and provided to Anderson-Perry and Associates to incorporate into the City's Storm Water Management Plan. The next step in the process is to schedule a work session with the City Council to present and discuss the updated Storm Water Master Plan and changes to the floodplain. Subsequent to the work session, staff will begin the public hearing process for adopting the Storm Water Master Plan and submitting an application to FEMA for receiving new floodplain maps.	Planning/ Public Works																														
68	No Change September 14, 2018	Operations Division Statistics	Statistic gathering has been temporarily suspended due to lack of dispatch staffing.	Police																														
69	Updated December 11, 2018	Detective Division abuse statistics and street crimes <i>The abuse cases are mostly DHS referred cases and not all of them require further investigation</i> <i>Monthly cases reported are new cases.</i>	<table border="1"> <thead> <tr> <th></th> <th>Nov. 18</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Physical Abuse cases</td> <td>4</td> <td></td> </tr> <tr> <td>Sexual Abuse cases</td> <td>4</td> <td></td> </tr> <tr> <td>Neglect cases <i>(also includes children exposed to drug activity and dirty homes)</i></td> <td>20</td> <td></td> </tr> <tr> <td>Domestic Violence</td> <td>2</td> <td></td> </tr> <tr> <td>Total number of child abuse cases</td> <td>30</td> <td>164 since June, 18</td> </tr> <tr> <td>Total number of Senior and People with disabilities reports</td> <td>2</td> <td>5 since June, 18</td> </tr> <tr> <td>Total number of Domestic Violence and SART cases</td> <td>1</td> <td>10 since June, 18</td> </tr> <tr> <td>Total number of Death Cases</td> <td>1</td> <td>4 since June, 18</td> </tr> <tr> <td>Miscellaneous Cases</td> <td>2</td> <td>12 since June, 18</td> </tr> </tbody> </table>		Nov. 18	YTD	Physical Abuse cases	4		Sexual Abuse cases	4		Neglect cases <i>(also includes children exposed to drug activity and dirty homes)</i>	20		Domestic Violence	2		Total number of child abuse cases	30	164 since June, 18	Total number of Senior and People with disabilities reports	2	5 since June, 18	Total number of Domestic Violence and SART cases	1	10 since June, 18	Total number of Death Cases	1	4 since June, 18	Miscellaneous Cases	2	12 since June, 18	Police
	Nov. 18	YTD																																
Physical Abuse cases	4																																	
Sexual Abuse cases	4																																	
Neglect cases <i>(also includes children exposed to drug activity and dirty homes)</i>	20																																	
Domestic Violence	2																																	
Total number of child abuse cases	30	164 since June, 18																																
Total number of Senior and People with disabilities reports	2	5 since June, 18																																
Total number of Domestic Violence and SART cases	1	10 since June, 18																																
Total number of Death Cases	1	4 since June, 18																																
Miscellaneous Cases	2	12 since June, 18																																
70	Updated December 11, 2018	Communications Division Statistics	<table border="1"> <thead> <tr> <th></th> <th>Oct.-18</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Traffic/Air</td> <td>409</td> <td>4,399</td> </tr> <tr> <td>All Calls</td> <td>2,055</td> <td>22,541</td> </tr> <tr> <td>Legitimate 911 calls for service</td> <td>338</td> <td>4,079</td> </tr> <tr> <td>Case Reports LGPD/UCSO</td> <td>172</td> <td>1,724</td> </tr> </tbody> </table>		Oct.-18	YTD	Traffic/Air	409	4,399	All Calls	2,055	22,541	Legitimate 911 calls for service	338	4,079	Case Reports LGPD/UCSO	172	1,724	Police															
	Oct.-18	YTD																																
Traffic/Air	409	4,399																																
All Calls	2,055	22,541																																
Legitimate 911 calls for service	338	4,079																																
Case Reports LGPD/UCSO	172	1,724																																
71	Updated	November 2018	OPERATIONS TRAINING:	Police/Comm																														

Item	Date of Change in Status	Item	Comments	Department																		
	December 11, 2018	Training	<ul style="list-style-type: none"> The SWAT team had a four-hour block of training in October Two Officers attended the Reid Interview and Interrogation training in Springfield. COMMUNICATIONS TRAINING: <ul style="list-style-type: none"> No dispatch employees attended outside training during September. 																			
72	Updated December 11, 2018	Crime Statistics- These are the most recent stats available from the state. The state historically lags well behind on reports.	<table border="1"> <thead> <tr> <th>Type of Crime</th> <th>Oct. 18</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Crimes against persons (assaults, robbery, sex crimes)</td> <td>10</td> <td>95</td> </tr> <tr> <td>Crimes against property (burglary, vehicle theft, NSF/acct. closed)</td> <td>44</td> <td>390</td> </tr> <tr> <td>Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)</td> <td>18</td> <td>198</td> </tr> <tr> <td>Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)</td> <td>10</td> <td>66</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Type of Crime	Oct. 18	YTD	Crimes against persons (assaults, robbery, sex crimes)	10	95	Crimes against property (burglary, vehicle theft, NSF/acct. closed)	44	390	Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)	18	198	Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	10	66				Police
Type of Crime	Oct. 18	YTD																				
Crimes against persons (assaults, robbery, sex crimes)	10	95																				
Crimes against property (burglary, vehicle theft, NSF/acct. closed)	44	390																				
Crimes against society (drug laws, DUII, liquor laws, disorderly conduct)	18	198																				
Traffic Crimes (DWS, Hit & Run, eluding, reckless driving)	10	66																				
73	No Change October 12, 2018	Beaver Creek Fish Passage	A new security fence was constructed around the project area to discourage onlookers during high flows. The project signage will be posted at the site in the next few weeks, fulfilling a requirement of the grant agreements. Staff is completing the final touches on the final report for the last of three grants. The grants will require some additional monitoring and reporting for the next few years.	Public Works																		
74	No Change September 1, 2018	Jefferson Street Truck Route	This project is on hold until funding is acquired. In the new STIP cycle, the grant funding model has been updated. The updated model does appear to be favorable for the truck route project, and staff will be working with ODOT to submit an application for the next cycle.	Public Works																		
75	No Change October 12, 2018	2018-19 Street User Fee Projects	<ul style="list-style-type: none"> The grind and inlay project that has been developed for Cove Avenue from Island Avenue to Portland Street and Washington Avenue from Island Avenue to 16th Street has been bid and awarded to High Desert Aggregate and Paving. A project schedule has not been determined, but it is anticipated that the work will be completed in the Spring of 2019 <p>The reconstruction project for 5th Street from L Avenue to N Avenue and Penn Avenue from 3rd Street to 4th Street has been completed and closed out.</p>	Public Works																		
76	No Change September 1, 2018	Street Maintenance	<ul style="list-style-type: none"> Crews are utilizing down time between sewer taps and capital projects to complete street maintenance throughout town. Crews have completed a multitude of maintenance activities including filling potholes, crack sealing, and multiple chip seals. 	Public Works																		
77	Completed December 10, 2018	Chlorine Contact Basin Building Construction	The project has been completed, and put into service. All project documentation has been filed, and the project closed out.	Public Works																		
78	No Change September 1, 2018	Wastewater Treatment Plant Screening Facility	The procurement contract was awarded to JWC Environmental, who has submitted the specifications package for review. The screening facility was designed to be placed directly into the existing headworks vault,	Public Works																		

Item	Date of Change in Status	Item	Comments	Department
			and will be placed by Public Works Staff. The equipment is anticipated to be on site by the end of the calendar year.	
79	Updated December 10, 2018	Procure new Sewer Mainline TV Inspection Van	A second bid opening was held on October 24, 2018, and two (2) bids were received on supplying a new van with inspection equipment. The bids were reviewed, and staff recommended the contract be awarded to SWS Equipment, Inc. for the amount of \$198,567.00. The Equipment is anticipated to be delivered early in 2019.	Public Works
80	Updated December 10, 2018	County Airport Sewer Agreement/Project	City staff is working with Frontier and Priority One to establish the call out system on the completed lift station. This remains the only outstanding task to complete the project.	Public Works
81	No Change September 13, 2018	Assistant Public Works Director Job Description and Recruitment	This job description is being updated by Public Works Staff. It is anticipated that recruitment to fill the position will begin soon.	Public Works
82	Updated December 10, 2018	2018-2019 CIPP Project (Sewer Collection)	Project documents have been completed and are scheduled to be released on December 19 th . A Bid opening date of January 23 rd has been set, and will be presented to council at the February meeting.	Public Works
83	No Change September 1, 2018	Water Meter Reading System	System infrastructure has been installed and is up and running. PW Crews are working on replacing water meters throughout town in between maintenance and capital projects.	Public Works
84	Completed December 10, 2018	Change pontoons on Aerators at WWTP	All pontoons have been changed out and are ready for winter. The old pontoons have been removed from the lagoons and disposed of properly.	Public Works
85	No Change September 1, 2018	Public Works Superintendent Job Description Revision	These job descriptions are being updated and are under review by City Manager Staff.	Public Works
86	No Change October 15, 2018	Safe Route to Schools Grant	City Staff submitted the required grant application for the Safe Route to Schools program. A new sidewalk that would extend from Central Elementary School to Sunset Drive is the center piece of the application. Grant awards are expected to be announced in January of 2019.	Public Works
87	Updated December 10, 2018	Water System Optimization Cohort	City Staff attended work shop #2 in Tri Cites on December 5 th . During this work shop the team worked on technical aspects of the water distribution system, and scheduled for the "treasure hunt." During this event the findings of the data/modeling investigation will be relayed to staff during a site visit. The treasure hunt is scheduled for February 20 th .	Public Works
88	Completed December 10, 2018	Central School Parking	All recommendations from PTSSMAC are in place and operating well.	Public Works
89	No Change October 12, 2018	Diagonal Parking Request	Due to weather and other considerations this project will not be pursued until the spring of 2019. In the meantime, City staff will work to determine the requirements of the project and relay them to the contractor who has been retained to complete the project.	Public Works
90	No Change September 14, 2018	Sidewalk Repair Enforcement Letters – Sidewalk LID Program	The annual Sidewalk LID program sent out approximately 170 letters in Region 5 this year and has received approximately ten (10) requests for estimates. The City Wide Concrete Contractor is in process of completing these projects. We will be accepting requests for estimates through October 1 st , and anticipate receiving a few more before the cutoff date.	Public Works
91	No Change	Implementation of	Public Works has contracted with Anderson Perry &	Public Works

Item	Date of Change in Status	Item	Comments	Department
	October 12, 2018	Geographic Information Systems (GIS) at Public Works	Associated to construct GIS maps of the City's multiple utility systems. The first phase of the project will consist of a map including our water system features that can be utilized for data organization and field location. Future phases will construct maps of the City's sanitary and storm sewer systems.	
92	No Change October 12, 2018	<i>STIP Roadway Safety Projects</i>	<i>The City has obtained funds to complete three (3) projects that will integrate safety features along Cove and Washington Avenues. The project will include rapid flash beacons, as well as LED stop signs and advanced warning signs. The agreements have been signed and submitted to ODOT for final approval.</i>	<i>Public Works</i>